



JUNE 6, 2012

Program Specialist – Direct (Psychiatric Services)
CMH 12-023

Kalamazoo Community Mental Health and Substance Abuse Services is looking for an individual who has experience working with individuals of diverse racial, ethnic, and cultural backgrounds to work as a full time Program Specialist to support our Psychiatric Services Department. The qualified candidate will meet with individuals served, complete Financial Determinations including Ability To Pay, and check appointments for authorizations and insurance.

Experience in developing and maintaining tracking mechanisms and strong computer and communication skills are required. Familiarity with Medicaid, Medicare and other insurance carriers is highly desirable. A high school diploma or GED and a minimum of three years comprehensive medical office experience is required.

Individuals of diverse racial, ethnic, and cultural backgrounds along with bilingual candidates are encouraged to apply. Send, fax or e-mail resume to: HR Specialist, KCMHSAS, 1st Wing 4th Floor, 3299 Gull Road, PO Box 63, Nazareth, MI 49074, Fax: (269) 553-8012, hr@kazoocmh.org. Refer to job number CMH12-023 when inquiring.

KCMHSAS is an equal opportunity employer that encourages diversity and inclusion among its workforce. We strive to empower people to succeed. To learn more about our organization please visit our website at www.kazoocmh.org.